



Concept Paper # 222

Presented to the Department of Administrative Services (DAS)

Date Prepared: October 16, 2012

Name of document to be reviewed: IOWAccess funds to supplement agency training to support Website Accessibility development, content creation and publishing content.

(Please check one item listed in the following two sections)

Document for review and approval:

- ☐ Request for Proposal (RFP)
- ☐ Request for Service (RFS)
- ☐ Request for Quote (RFQ)
- ☐ Invitation to Qualify

- ☐ Sole Source Procurement
- ☐ Statement of Work
- ☐ Staff Augmentation
- ☐ Master Agreement Purchase

NOTE: Sole source procurements will also need authorization from DAS Procurement for this type of purchase. Please also contact DAS Procurement at this location:

<http://das.gse.iowa.gov/procurement/solesource%202010.pdf>

Document for review only:

☐ Master Agreement

☐ Request for Information (RFI)

Agency: Department of Administrative Services – Information Technology Enterprise

RFP Reference #:

Release Date:

This project is requesting IOWAccess funds: Yes ☒ No ☐

NOTE: IOWAccess concept papers are to be sent to Wes Hunsberger (Wes.Hunsberger@iowa.gov) for an internal DAS review.

Projected cost over \$50,000? Yes ☐ No ☒

Projected agency staff hours over 750? Yes ☐ No ☒



Project Cost, Funds and Funding Source:

Please list the internal and external resources/costs for the purchase:

Internal Resources/Costs: Agency funds: \$21,557.50 at a minimum
 IOWAccess funds: \$21,557.50 at a maximum

External Resources/Costs:

Timelines: FY'13 first round of training: 10 courses

Goal: Provide a portion of the funding for state employees to receive training in support of the Governor's Executive Order #73 for compliance with the Enterprise Operational Standard: Website Accessibility. The goal is to ensure external State of Iowa websites are accessible to the widest possible audience including people with disabilities. To support through training the state's web developers and content publishers to be proficient in using best practice techniques to ensure external facing websites meet accessibility requirements.

Background: All State of Iowa agencies, boards, commissioners and contracts for the State developing and maintaining websites, must give employees and members of the public with disabilities access to website information that is comparable to the access available to others.

During the Committee meetings, it was expressed and offered that IOWAccess funds would be sought to help supplement the first year of funding the necessary training to increase the success of all agencies meeting the Accessibility standard. Since the training is focused on "tools" used to support external facing websites it was thought this request

Current guidelines for use of IOWAccess funds are

- The request must be made by a State of Iowa, county, or local government agency
- The request must meet the mission of the government agency
- The request must provide a service to the citizens of Iowa
- The website/application must provide electronic access to government information or transactions whether federal, state or local.
- The government agency can outsource management of the website to a non-profit organization, but the agency is ultimately responsible for the information contained therein.

To meet the stated guidelines above and to provide the training necessary to meet federal requirements for compliance with Web Content Accessibility Guidelines (WCAG) 2.0 for level AAA for the extent possible, it is crucial we promote this effort and provide the necessary resources for agencies to be successful.

Expected Results:



What are the tangible and intangible benefits of this purchase for this agency and/or state government?

10 courses with a breakeven point of 22 persons per course. Total cost is \$43,115. Agencies have already enrolled 108 of the necessary 220 seats. Full enrollment would have an average cost of \$196 per attendee. See attached information regarding courses.

Can these benefits be quantified in financial terms? If yes, please explain.

The cost for non-compliance is not known.

How will you be more effective as a result of this purchase? By allowing agencies to deploy external facing websites that can be accessible to all, including those with disabilities.

How will service to your customers be enhanced as a result of this purchase? More individuals will be able to seek public information or services from a state entity, retrieve data and support open access and transparency for all. Access is to be comparable to all members of the public.

Testing and Acceptance: N/A

Some of the Interested Parties: State agencies, boards, commissions. Governor's Website Standardization Committee. This is a master contract that can be used by the Regents, other Branches and other levels of government.

Some of the Recipients of this Service:

Standards: Section 508 of the Rehabilitation Act of 1973; Web Content Accessibility Guidelines (WCAG) and the Enterprise Operational Standard: Website Accessibility.

Architecture: N/A

Business Continuity / Disaster Recovery: N/A



Recommendations from the State CIO:

NOTE: Where applicable, all DAS GSE Procurement and IA Administrative Code 11-105 and 11-106 requirements and procedures are to be followed. Reference: <http://das.gse.iowa.gov/procurement/>, specifically: <http://das.gse.iowa.gov/procurement/adminrules/>.

Duplication recommendation from the State CIO to the DAS Director:

- a) Is there duplication within Government? *(Please identify duplication at the agency level, as well as within the enterprise)*
- b) Can an existing program be modified to address a new need?
- c) Do you have any similar program in existence?
- d) Have you sought IT procurements for similar programs in the past?
- e) Do you have purchasing documents for similar programs?
- f) Do you have similar purchasing documents that could be used as a starting point for this program?
- g) Is there anything you could provide that could assist the agency with this IT procurement?
- h) Are there alternatives available to the agencies?

Recommendation of the State CIO to the DAS Director:

Authorize this IT procurement Yes X No ____

Alternatives suggested by the State CIO
(see comments below) Yes ____ No X

Additional comments from the State CIO:

I am optimistic about this, and the direct relationship to lowAccess funds and citizens.

I am supporting using lowAccess funds:

For one on-site class for each of the five courses, agencies first sign up/first come basis

For one on-line class for each the five on-line courses, agencies first sign up/first come basis

lowAccess funds the 10 courses one-time, after that it is the agency's responsibility for any additional training and associated costs.

DAS Director's action:

Authorize this IT procurement Yes X No ____

The above IT procurement concept approved by Director Carroll on 10/18/12

Comments: **None.**